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WAR FOOD ADMINISTRATION
OFFICE OF DISTRIBUTION

125 Church Street
Burlington, Vermont

Reserve

WFA LUNCH PROGRAMS

Many Vermont schools have improved and extended their lunch programs by using federal assistance. This year, federal assistance includes cash reimbursement, various food commodities, and help with management, feeding and book-keeping problems. All sponsors of school lunches, whether or not they receive federal money, are eligible for commodities and other help from the War Food Administration. In order to get financial aid, sponsors agree to serve lunches which meet certain nutritional requirements.

APPLYING FOR REIMBURSEMENT

The first step in applying for federal funds is to find a sponsor. Individuals may not act as sponsors but any organized, non-profit group or agency may apply for reimbursement. The school board, a Parent-Teachers Association, Home Demonstration Group, Women's Club or service organization such as a Mother's Club may be a sponsor.

The sponsoring group or its representative has certain duties in connection with lunch programs operated with WFA funds. While some of these duties may be delegated to other people, the group is responsible for the following:

1. To enter correct information on the original application.
2. To serve lunches which meet requirements of the WFA menu patterns.
3. To make frequent use of foods designated as plentiful by the WFA office.
4. To encourage community participation in financing the lunch program by soliciting contributions of cash, commodities, labor and equipment or by receiving payments for lunches.
5. To operate the program economically and on a non-profit basis.

6. To keep records of cash and other transactions which may be examined by WFA representatives.
7. To submit a monthly report and claim for reimbursement.
8. To use WFA funds for the purchase of foods only.

The next step is to fill out the Application, Form 535-1. One copy is included at the end of this section. Question No. 6, "Estimated average daily attendance" refers to the average total school attendance, not only to those children who will participate in the lunch program. In question No. 14, if records are not available, the "Sale of meals" and "Other cash income" may be estimated. Payments from WFA must be exact. Question No. 15 may be estimated, if records are not available, and its answer should not be greater than the total under No. 14. For question No. 18, the sponsor should show the minimum reimbursement needed, not necessarily as much as the maximum amount available.

Attached to each application there is a short statement to be signed by the school superintendent. This is to insure the superintendent's approval of the sponsor.

Three copies of Form 535-1, with authorization statements, should be filled out and sent to Mrs. Marion Warner, State School Lunch Supervisor, at the Department of Education, Montpelier, Vermont. If approved by her, they are forwarded to the War Food Administration Office in Burlington.

When applications have been approved by the State Department of Education and the War Food Administration, the latter office sends five copies of an agreement, Form 535 and A (Revised) to the sponsor. These forms show the date on which reimbursement is approved. Sponsors may not receive reimbursement for programs operated before that date.

All five copies of the agreement should be signed by the sponsor and returned to the War Food Administration, 125 Church Street, Burlington, Vermont. The WFA office then fills in the approved rate of reimbursement, signs the agreements and sends one copy back to the sponsor.

Sponsors are asked to fill out and submit one copy of the Milk Statement with their agreements. This is not a requirement, but recommended to insure sponsors of the safety of their milk supply.

SERVING REQUIRED LUNCHES

WFA funds are available for lunches which meet certain menu patterns. These patterns are based on nutritional needs and are recommended to those who operate independent lunch programs as well as required of those who operate WFA programs. Patterns for Type A and Type B menus include the same food groups but contain different amounts in some cases. The following chart shows requirements for different types:

Food Group	Maximum reimbursement:	Type A 9 cents	Type B 6 cents	Type C 2 cents
Fresh, whole milk		1/2 pint	1/2 pint	1/2 pint
Bread, muffins or hot bread		1 or more slices	1 or more slices	
Butter or fortified margarine		2 tea- spoons	1 tea- spoon	
Meat, fish, poultry, cheese or Egg or Dried beans or peas or Peanut butter		2 ounces 1, whole 1/2 cup cooked 4 table- spoons	1 ounce 1/2, whole 1/4 cup cooked 2 table- spoons	
Vegetable or fruit		3/4 cup	1/2 cup	

Milk served must be fresh, whole milk. The WFA does not require that it be pasteurized, but recommends that it be bought from an approved herd. It need not be purchased in any particular size containers. The milk may be flavored by the addition of chocolate syrup or other substance, but each child should receive 1/2 pint to drink. Milk used in soups or custards may not be counted toward this requirement.

Some type of breadstuff must be served for Type A and Type B. Muffins or other quick bread may be substituted for regular bread so long as they are made from whole grain or enriched flour. Crackers, cookies or cake may not be counted towards this requirement.

Either butter or fortified margarine must be served for Type A and Type B. No other spread may be counted toward this requirement.

One of the protein foods mentioned above must be served for Type A and Type B, either separately or combined with other foods to make a sandwich, salad, casserole dish or soup.

Recipes should be examined to make sure there are 8 servings to the pound of cheese, lean meat, fish or poultry for Type A lunches, 16 servings for Type B lunches. Eggs and peanut butter used in baked or other combination dishes count towards this requirement. One-half the amount of any two of these protein foods may be served. Bacon and salt pork are not considered meat and may not be counted.

Some fresh, canned or frozen fruit or vegetable must be served for Type A and Type B, whether separately or combined to make salad, soup or casserole dish. Recipes should be examined to make sure there are 5 servings to the quart for Type A lunches, 8 servings for Type B lunches. Fruit or vegetable juice count toward this requirement. Dried beans and peas may not be substituted for the vegetable requirement.

A few adjustments can be made in these patterns. Either Type A or Type B may be served without milk, at a different rate of reimbursement. In this case, the maximum reimbursement for a Type A meal is 7 cents, for a Type B meal is 4 cents. Type A, either with or without milk, may be served in the same school as Type C. This is also true of Type B. But Type A and Type B may not both be served in the same school. The Type C lunch or milk from either Type A or Type B lunches may be served at a different time from the rest of the meal.

USING PLENTIFUL FOODS

Each month the WFA office in Vermont sends school lunch sponsors a list of foods known to be plentiful. Sponsors should plan to buy and use these foods frequently, keeping a separate account of their purchases to use in filling out their monthly reports.

ENCOURAGING COMMUNITY PARTICIPATION

It is not expected that lunches meeting the above patterns can be financed entirely by WFA funds. Since a school lunch is primarily the responsibility of the local community, WFA reimbursement is approved only when the sponsor's application and monthly reports show that the community is supplying some other source of income. This may take the form of cash payments for lunches or cash contributions from some organization. Cash income from local sources may be used to purchase foods or pay for labor and equipment.

Non-cash income of commodities, labor and equipment is more common in rural schools. In many cases, food contributions are solicited from parents, who give quantities of

stored or canned produce. Sometimes they prepare main dishes at home and send in the finished products. Very often each child brings his own milk, fruit and sandwiches. Then the federal funds may be used to buy foods to supplement these contributions.

KEEPING RECORDS

A representative of the sponsoring group or school lunch supervisor must keep records of cash and other transactions connected with the lunch program. The form of this book-keeping is optional, but it should include the following information:

A. Income

1. Monthly reimbursements from WFA

2. Other cash income

a. Payments for lunches

1) Charge made for each type of lunch

2) Number of children making payments each day

3) Number of children being served without cost each day

4) Number of days on which lunch is served

b. Cash contributions from parents and organizations

3. Non-cash income

a. Kind and amount of foods donated by WFA

b. Kind, amount and value of foods contributed by parents or others

The value of fresh and stored produce should be figured at the current market cost.

The value of canned produce should be figured on the basis of information supplied by WFA

Where prepared foods are contributed, the number of servings and total value should be calculated.

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c. Kind, amount and value of labor contributed

The average value of labor involved in preparing foods is figured at 35 cents per hour for adults, 15 cents per hour for children. Where children work for their lunches, the value of their labor is figured as the cost of the lunch.

The value of labor involved in maintaining records is figured usually at 50 cents per hour.

d. Kind and value of equipment contributed

B. Expenditures

1. Kind, amount and cost of cash expenditures for foods designated by WFA as plentiful
2. Kind, amount and cost of all foods purchased (not including cod liver oil)
3. Kind, amount and cost of cash expenditures for labor.
4. Other cash expenditures (including purchase of equipment, soap, etc.)

Receipts for all cash expenditures for food should be kept as part of the records. Sponsors are also urged to keep a file of menus served for Type A and Type B lunches. These records supply information needed for filling out the monthly report and claim for reimbursement. They must be open for inspection by a WFA representative.

REPORTING AND CLAIMING REIMBURSEMENT

At the end of each month the sponsors' representative or school lunch supervisor must file a report and claim for reimbursement. A copy of this report, Form 536, Revised, is included at the end of this section.

If books are kept according to the above outline, they will contain all the information needed for filling out this monthly report. Complete directions are on the back. Question No. 8 should be completed first. Then the total under Column 3 is entered under Question No. 3 (a). Question No. 3 (b) refers only to cash expenditures. Question No. 4 is the total of non-cash income from commodities donated by parents and others (exclusive of WFA commodities), different

kinds of labor contributed and equipment given to the school lunch program. Question No. 5 refers only to those foods which are on the list designated by WFA as plentiful each month. The report should be signed by the teacher in charge of the program or by a representative of the sponsoring agency (not necessarily the one who signed the agreement).

Four copies of this report should be sent as soon as possible after the month's business is closed to the War Food Administration Office, 125 Church Street, Burlington, Vermont. Checks of reimbursement are paid in the name of the sponsoring agency and forwarded to the signer of the monthly report (536, Revised).

For further information write to the War Food Administration, 125 Church Street, Burlington, Vermont.

